



Montana Team Nutrition Program
Montana State University
202 Romney Hall, P.O. Box 173360
Bozeman, MT 59717-3360
Phone: (406) – 994-5641
Fax: (406) – 999-7300
kbark@mt.gov

TO: School Food Service Director, Manager or Head Cook

FROM: Katie Bark, R.D. Specialist, Montana Team Nutrition Program

RE: 2005 Summer Cooking Institutes for School Food Service Personnel

On behalf of School Nutrition Services of the Office of Public Instruction, I am pleased to announce that we are planning to offer two types of cooking institutes for school food service managers, head cooks or new cooks in August of 2005. These workshops are designed to provide a hands-on training session to help school food service personnel prepare delicious and healthy school meals in a cost-effective manner. The two cooking institutes are:

1. The seventh offering of the *Montana's School Food Service Cooking Institute* to be held at Montana State University-Bozeman August 9-11, 2005. This institute can accept up to 20 participants and must have a minimum registration of 16 participants to be conducted. In the past this workshop has been sponsored by the Montana Office of Public Instruction School Nutrition Programs. Previously, this workshop was offered free of charge. Unfortunately, School Nutrition Programs is not able to sponsor this workshop for free this year. A participant fee will be required to attend this valuable course. The cost of this three day workshop is \$350 per person. This fee covers complete room and board and meals on the MSU campus, workshop registration fee, instructor fees, parking fees, and one copy of the course manual/recipe book. The registration deadline is June 30, 2005; payment must be received with the registration form. Applicants are taken on a first come first serve basis.
2. The first offering of a one-day Native American Cooking School to be held in Ronan (Ronan Middle School) on August 2, 2005. This course is designed for schools on and/or near American Indian reservations and those schools serving a large percentage of Native American students. As this workshop is being sponsored by a 2004 USDA Team Nutrition grant awarded to the Montana Office of Public Instruction, there is no registration fee to attend. Emphasis is on scratch cooking; including baking whole grain breads, increasing whole grains, fiber, and fruits and vegetables; low fat cooking techniques; and promotion of USDA commodity foods. Current American Indian school menu cycles from Montana schools that meet nutrition standards and satisfy cultural preferences will be shared. The registration deadline is July 15, 2005. There is limited space for each workshop and applicants are taken on a first come first serve basis. In order to allow personnel from a wide variety of schools to attend, we will need to limit the number of applicants from each school district to 1-3 persons. This workshop will be repeated in summer 2006 in either central or eastern part of the state.

If you or your employees are interested in attending one of these workshops, please complete the workshop specific application form enclosed with this packet. For more information, please contact me (406) 994-5641 or by email kbark@mt.gov.

Registration Deadline: June 30, 2005—Applications must be submitted with a \$350.00 payment (purchase orders are acceptable). Registrations are taken on a first come first serve basis.

**Montana's School Food Service Cooking Institute
August 9-11, 2005 MSU –Bozeman Campus**

Application Form
Print neatly please

NAME: _____

HOME ADDRESS: _____

HOME PHONE: _____ **HOME EMAIL:** _____

SCHOOL DISTRICT NAME: _____

SCHOOL ADDRESS: _____

SCHOOL PHONE: _____ **SCHOOL EMAIL:** _____

SUPERVISOR'S NAME: _____ **COUNTY:** _____

JOB POSITION/TITLE: _____

Number of years of cooking experience in school food service: _____

EMERGENCY CONTACT: (NAME) _____ **PHONE:** _____

List the most important food production topics that you want to learn from this cooking institute. Please be as specific as possible.

Please note: **A minimum of 16 registration forms must be received by June 30, 2005 in order for this workshop to be held.** If we are unable to reach 16 registrations, we will have to cancel the workshop and will return all payments by July 15, 2005. Participant cancellations made after July 15th do not receive a refund.

(OVER)

MSU cook school page 1

Registration Deadline: June 30, 2005—Applications must be submitted with a \$350.00 payment (purchase orders are acceptable). Registrations are taken on a first come first serve basis.

A Taste of the Workshop Agenda

| | | |
|-------------------------|---------------------|--|
| Tuesday, August 9* # | 8:00 a.m.-4:00 p.m. | Food Preparation Basics; Salads & Salads |
| Wednesday, August 10* # | 8:00 a.m.-4:00 p.m. | Breads, Grains and More! |
| Thursday, August 11* | 8:00 a.m.-3:00 p.m. | Entrees, Soups and Theme Bars |

*Hands-on cooking activities in a foods laboratory. This workshop will emphasize the use of USDA commodity foods, along with the addition of whole grains, and fresh fruits and vegetables.

Evening session (6:30-8:00 pm) will be offered on menu planning or a review of school nutrition program food production/service procedures for new cooks or managers. Attendance is optional.

The institute will consist of a team of instructors and include two of Montana's own School Food Service Peer Educators, Katie Appel-Goble and Barbara Oehl.

| | |
|----------------------------------|---------------|
| _____ Signature of Applicant | _____ Date |
| _____ Signature of Supervisor | _____ Date |

Return this form along with payment by June 30, 2005 to:
Katie Bark, Montana Team Nutrition Program
Montana State University, P.O. Box 173360, 202 Romney Gym
Bozeman, MT 59717-3360
Phone: (406) 994-5641
Fax: (406) 994-7300
Email: kbark@mt.gov

Once applications have been reviewed, a letter will be mailed to each applicant confirming workshop acceptance and will include further details of the workshop. Applicants are responsible for their own travel arrangements. Travel scholarships are not available.

Please note: A **minimum of 16 registration forms must be received by June 30, 2005 in order for this workshop to be held.** If we are unable to reach 16 registrations, we will have to cancel the workshop and will return all payments by July 15, 2005. Participant cancellations made after July 15th do not receive a refund.

Registration Deadline: July 15, 2005.

To allow personnel from a wide variety of schools to attend, we will limit the number of applicants from each school to 1-3 persons. Registrations are taken on a first come, first serve basis.

**Native American Cooking School
August 2nd – Ronan, MT (9 am to 4:30 pm)**

Ronan Middle School, 200 Round Butte Rd. West, Ronan, MT 59864
The kitchen is located in the Northwest corner of the building.

Application Form
Print neatly please

NAME: _____

HOME ADDRESS: _____

HOME PHONE: _____ HOME EMAIL: _____

SCHOOL DISTRICT NAME: _____) _____

SCHOOL ADDRESS: _____

SCHOOL PHONE: _____ SCHOOL EMAIL: _____

SUPERVISOR'S NAME: _____ COUNTY: _____

JOB POSITION/TITLE: _____

Number of years of cooking experience in school food service: _____

EMERGENCY CONTACT: (NAME) _____ PHONE: _____

List below the most important food production topics that you want to learn from this cooking institute. Please be as specific as possible.

Please note: Application Deadline is July 15, 2005

(OVER) Native American cook school page 1

Registration Deadline: July 15, 2005.

To allow personnel from a wide variety of schools to attend, we will limit the number of applicants from each school to 1-3 persons. Registrations are taken on a first come, first serve basis.

A Taste of the Workshop Agenda

Workshop topics will include:

- Preparation of fruits and vegetables in salads, desserts and entrees.
- Preparation of homemade breads and rolls with emphasis on the inclusion of whole grains.
- Low-fat cooking tips and techniques
- Preparation of items using the USDA commodity foods
- Sharing time of healthful menus for lunch and breakfast meals

The institute will consist of a team of instructors and includes one of Montana's own School Food Service Peer Educators, Marsha Wartick, and others.

| | |
|---------------------------------|---------------|
| _____ Signature of Applicant | _____ Date |
|---------------------------------|---------------|

| | |
|----------------------------------|---------------|
| _____ Signature of Supervisor | _____ Date |
|----------------------------------|---------------|

NOTE TO SUPERVISORS: If more than one person is applying from your school, please list their names in order of priority for attendance at this workshop. (1. Being first priority and so on)

1. _____ 2. _____ 3. _____

Once applications have been reviewed, a letter will be mailed to each applicant confirming workshop acceptance and will include further details of the workshop. Applicants are responsible for their own travel arrangements. Travel scholarships are not available.

Return this form by July 15, 2005 to:
Molly Stenberg, Montana Team Nutrition Program
Montana State University, P.O. Box 173360, 202 Romney Gym
Bozeman, MT 59717-3360
Phone: (406) 994-5641 or 994-7217
Fax: (406) 994-7300
Email: Stenberg@montana.edu

Please note: Application Deadline is July 15, 2005